



Unpaid Leave – LWOP or AWOL Genie

Office of Human Resources (OHR) requested the **Unpaid Leave - LWOP or AWOL Genie** to review/monitor employees that the Departmental HR Liaisons should have placed into an Inactive Pay Status.

The *Genie* will initially populate for the time period: **Previous Pay Period**. However, this can be edited to show the **Current Pay Period** or any range of dates required.

Some *HyperFinds* to display in the show field include:

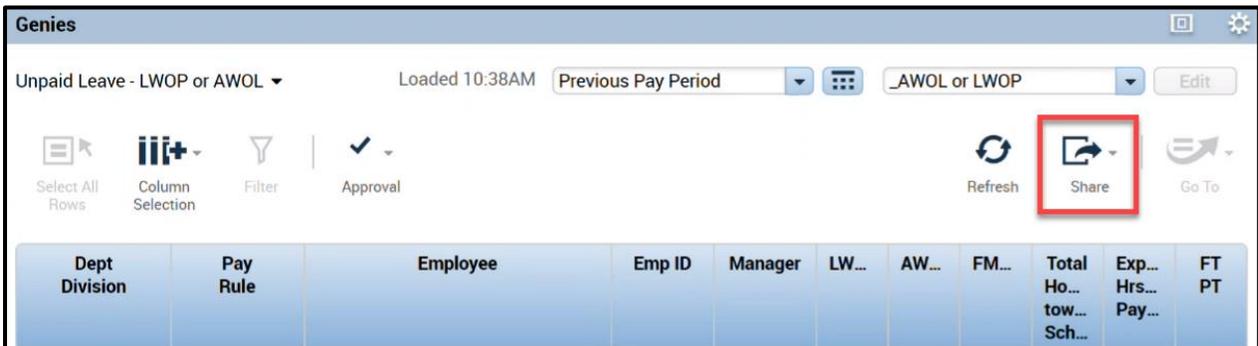
_All Home – to select every employee that you have access to see.

_LWOP (Leave Without Pay) – Employees that have recorded Leave Without Pay during the selected period.

_AWOL (Absent Without Leave) - Employees that have recorded Absent Without Leave during the selected period.

_AWOL or LWOP - Employees that have recorded either Absent Without Leave OR Leave Without Pay during the selected period.

_Inactive Employees – Employees with an Inactive Oracle Pay Assignment Status and do not require timecards.





Unpaid Leave – LWOP or AWOL Genie

To export data to a spreadsheet, use **Share** button then select the 'Export to Excel' option in the dropdown menu. This action may take a few minutes to process. Afterwards the exported data can be opened via Excel.

